

# Japanese Journal of Research in Family Nursing (案)

## Guidelines for Authors from outside Japan (Revised on April 2018)

### 1. Qualification of the contributor

All authors are limited to members of the Japanese Association for Research in Family Nursing. However, exceptions will be made for manuscripts requested by the editorial board.

### 2. Authorship and contribution

An 'author' is considered to be someone who has made substantive intellectual contributions to a published study. Authors should have made substantial contributions to all of the following: (1) the conception and design, or acquisition of data, or analysis and interpretation of data, (2) drafting the manuscript or revising it critically for important intellectual content, (3) final approval of the version to be published, (4) be accountable for the portions of the manuscript to which they have contributed.

All contributors who do not meet the criteria for authorship should be listed in an acknowledgements section. The researcher clearly indicates the contribution to the research.

### 3. Review Process and Copyright

- Submissions shall be limited to previously unpublished works.  
\*Dissertations that have not been submitted to academic journals, listed in the institution's repository and presentations at academic meetings are considered unpublished.
- The authority to accept or reject submissions will be entrusted to the editorial board.
- In principle, additions to the manuscript at the proofing stage will not be acceptable.
- Works appearing in the journal become copyright of the Japanese Association for Research in Family Nursing.
- When the paper is accepted, the author is required from the contributor about unpublished, duplication and salami publications.
- Once the submission has been reviewed by a reviewer who is an authority in that field, the editorial board will determine acceptance or rejection, the order of appearance in the journal and the category.

### 4. Research Ethics

The underlying research which submit to the Journal must be based on "ethical guidelines for nursing research" from Japanese Nursing Association (2004), "clinical research guides" from Health, Labor and Welfare Ministry (2008) and "ethical guidelines for medical and health research involving human subjects" from Education, Culture, Sports, Science and Technology Ministry/Health, Labor and Welfare Ministry (2014)

### 5. Journal Mission

The Journal covers areas pertaining to family nursing and related fields.

### 6. Types of Manuscripts and Requirements

Categories of manuscripts include reviews, original articles, research report articles, practical report articles, case studies, notes, and others, and the category of which must be designated by the author. In some cases, a change may be requested in the category of manuscript.

#### **Reviews:**

Research on specific themes related to family nursing assembled from multifaceted findings, which outline a comprehensive approach to knowledge and which report on current status and future outlook.

#### **Original articles:**

Original research papers developed through new perspectives utilizing scientific methodology and investigation, which are significant for conveying knowledge concerning family nursing.

**Research report articles:**

Research results that are determined to contribute significantly to development of family nursing studies as research papers.

**Practical report articles:**

Research results that are determined to contribute significantly to development of family nursing studies as practice activities.

**Case studies:**

Studies of cases taken up related to family nursing phenomena, which demonstrate findings of usability in family nursing.

**Notes:**

Usable survey data or references concerning family nursing with added explanations that provide value as materials.

**Others:**

Research or findings related to family nursing that are recognized by the editorial board and which differ from the types shown above.

7. Procedure for writing submissions

- 1) The manuscript, in either English or Japanese, is to be produced on a word processor.
- 2) The manuscript should be double spaced.
- 3) Length of the manuscript:
  - Reviews, Original articles, Research report articles, Practical report articles, Case studies, Notes: 15 pages (English 8000 words, Japanese 18000 words). All pages, including figures, and tables.
  - Others: 6 pages ( English 2800 ~3000 words, Japanese 6000 words).
  - Figures and tables shall be calculated as the equivalent of one-third of a page (400 words). At the end of the main body of text, the total word count (number) should be indicated, enclosed in parentheses.
- 4) All articles must have an abstract (English about 250 words, Japanese about 600 words) and title. English text needs to be checked by native speaker. Also, up to five key words should be provided (with the same contents in English and Japanese). The author's name should not appear in the abstract.
- 5) Chapters and sections enumeration should adopt the hierarchy of I, II . . . (Roman numerals); 1, 2 . . . (Arabic numerals); 1) 2) . . . (Arabic numerals followed by right parentheses); and ① ② . . . (Arabic numerals in a circle). Numbers appearing in the text, figures and tables should use Arabic numerals (1, 2 . . .) or Roman numerals (I, II . . .).
- 6) Figures or tables, in principle, should be printed out and utilized as-is. Therefore, their contents should be clearly organized. Each figure, table or photograph should be entered or attached to an individual sheet of paper separate from the main body of text. The position where each figure, table, and photograph are to be inserted should be indicated clearly. If a figure or table is deemed inappropriate for printing or photoengraving, replacement may be requested or it may be excluded.
- 7) The opening passage should not contain the author's name (s). Specifying of author's name(s) in the main text should be avoided. The text should contain a statement concerning IRB (Institutional Review Board) or considerations for research.
- 8) For each author's contribution, use concrete initials to describe the details. Contribution description immediately before the reference list.
- 8) Reference
  - Cited references should be indicated with (last name of author, year of publication) in the body of the text.
  - Cited references should be listed in alphabetical order in endnotes. The number of references is

limited to within 40. The format for cited references is as follows:

- When citing from a journal article: name of author: title, name of journal, and volume (number): first page number - last page number, year of publication.
- When citing from a book: name of author (or collaborators): name of work, (name of editor or compiler), title of work, first page number - last page number, publisher, city of publication, year of publication. Or name of author: title of work (revision), first page number - last page number, publisher, city of publication, year of publication.
- When citing from a translated book: name of original author/translator, name of translated book (revision): first page number - last page number, publisher, city of publication, year of publication for translated book.
- For authors or editors, up to three names may be cited. In the case of four or more names, the first three names are to be cited followed by “hoka (others)” (for a Japanese document) or “et al” (for an English document).
- When citing from an electronic reference or web site information: name of author or web site producer: title of work, URL, getting date.

9) The structure of a research paper, in principle, should take the following form: Abstract (Introduction), Methods, Results, Discussion, Conclusion, References; and Figures and tables.

#### 8. Electronic Submission

All papers must be submitted at <https://www.bunken.org/jarfn/journal/applicant/login.html>.

- Enter the title, categories of manuscript, the total number of tables and figures submitted, up to five key words, name of author(s), affiliated institution(s), and membership number(s) following the instructions on electronic screen.
- Put down with title, key words, name of author(s), and affiliated institution(s) both in English and Japanese.
- Convert separately the body of the text, tables and figures to PDF, and select the files and attach in the upload's space.

If the paper is accepted, decided separately page charge must be borne by the author. And following publication, additional reprints will be available at cost.

#### 9. Address for submissions (from March 2013)

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